

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled.

Position Title: Storekeeper

Department/Division: All departments, divisions, and districts

Workplace Address: DPS facilities statewide including Phoenix, Kingman, Flagstaff, Holbrook, Yuma, Casa Grande, Tucson, Sierra Vista, Stafford, Globe, and Prescott

Number of Hours/Week: Flexible

Days of Work Week: Flexible, Monday through Friday

Start/End Hours: Hours can be flexible; will work around school or job schedule.

Position Description: Storekeepers work under general supervision and are responsible for receiving, distributing, storing, inventorying and ordering a variety of supplies and materials for the assigned work unit. Volunteers will also perform light to heavy manual/clerical work of average difficulty and operate some small equipment (forklift, dolly, jack, etc.). Storekeepers may also operate a motor vehicle for the purpose of conducting departmental business.

Qualifications: Must possess good organizational skills and a valid Arizona Driver license. Experience in receiving/distribution, ordering, inventorying, and storing a variety of supplies and materials would be beneficial.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

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